

# Octopus Ink.org : The Blog of Cate Russell-Cole

## Organising Your Piles and Piles and Piles of Files ! ~ #writetip #amwriting

MARCH 16, 2015 MARCH 16, 2015 ~ CATE RUSSELL-COLE ~



Paper, docx files and notes breed at a far higher rate than wire coathangers. I'm sure there is a yet-to-be-proven scientific principle behind it all somewhere! Below are practical suggestions on dealing with the chaos and threat of losing something critical. These suggestions apply to writers of any genre. Some of them are also great procrastination stoppers!

~ Set up a workspace and shelving where you can leave things undisturbed.

~ Be well stocked on stationary so you don't have to search for materials.

~ Use a manilla folder filing system, or clearly labelled folders on your computer, don't just dump them all in one spot, like your documents folder or the desktop.

~ Invest in note collection apps or to-do programs where you can stash odd bits and categorise them. Scrivener can be helpful for this.

~ Use a computer, typewriter or handwritten manuscript, whatever you are comfortable with.

~ Recycle abandoned wastepaper for use in drafts – it keeps the costs down and saves wastage.

~ It's a good idea to keep rejected, or reworked pages, for a long time so you can go back to them. Put them in a box specifically for that purpose When finished, use them as scrap paper.

~ Keep two backups of work on two DVDs or portable hard drives.

~ Number each page before you start writing on it, or set up numbers in the footer of your word processor. That way you won't get the pages mixed up when printed.

~ Put in dates on paper copies. It helps in case of future copyright issues, identifies versions and lets you know where you were.



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